

Municipal Facilities Operation & Management:

2.1.8 Parking Facilities

2.1.8.1 Introduction

This program component is applicable to all City departments that own or operate parking lots with more than 25 parking spaces that are located in areas potentially exposed to storm water. The goal of this component is to reduce the impact of these parking facilities on the quality of discharges to the storm drain system and receiving waters.

The City's program must meet the requirements of the San Diego County municipal storm water permit (Permit), as summarized in Table 2.1.8-1.

Table 2.1.8-1. Permit Requirements – Parking Facilities.

Section	Requirement (Summary)	Municipal Permit Section
2.1.8.2	Implement pollution prevention methods	F.3.a.(1)
2.1.8.2	Identifying and listing high priority commercial threats	F.3.a.(3)
2.1.8.2	Designate and implement minimum BMPs to protect water quality	F.3.a.(4)
2.1.8.2	Inspect areas and implement follow-up activities annually	F.3.a.(7)
2.1.8.2	Implement and designate an Educational Program for all pertinent target communities	F.4.a F.4.b F.4.c
2.1.8.4	Document activities for Jurisdictional Urban Runoff Management Program Annual Report	I

The objectives of this program component are to:

- Remove debris from parking facilities through maintenance and reduce the amount of material that comes into contact with storm water.
- Inspect parking facilities routinely to determine when maintenance is needed.
- Educate employees of pollution prevention techniques.

2.1.8.2 Activities

In order to effectively implement the parking facilities activities outlined below, each department shall maintain a designated coordinator or coordinators to maintain a working understanding of the Municipal Permit so that he/she can provide guidance to department management and staff in implementing the Buildings Component of the Urban Runoff Management Plan. (Note: each department may designate the same person as a coordinator for more than one component.) The name(s) of the

coordinator shall be submitted to the Storm Water Program by Thursday, February 21, 2002—the Urban Runoff Management Program implementation date. Each department shall provide the name(s) of new representatives whenever the designated coordinator is replaced. The Storm Water Program will interact with the coordinator(s) to provide the latest Municipal Permit information and to request annual compliance reports from each department.

Departments shall annually inspect applicable parking lots (lots 25 spaces or more and potentially exposed to storm water) prior to the rainy season (beginning on October 1) and determine what storm water best management practices (BMPs) will be implemented prior to the rainy season. The following lists recommended BMPs for parking facilities.

Parking Lots

- 1) The coordinator shall provide the Storm Water Pollution Prevention Program with a list of parking facilities for which they are responsible with an approximate size and number of parking spaces.
- 2) Inspect facility parking lots for vehicle fluid leaks or spills. The facility should clean up spills by:
 - a. Sweeping up particles and debris
 - b. Absorbing spills with rags or absorbents
 - c. Mopping the area
- 3) Conduct regular sweeping, to be conducted at least once a year prior to the rainy season, or other equally effective measures to remove debris from parking structures.
- 4) Place trashcans in strategic locations within the parking areas.
- 5) Develop a Parking Facilities Management Plan where needed.
- 6) Maintain records of clean up activities and estimated volume of debris removed.

Parking Structures

- 1) Basement sump pumps
 - a. Verify rain water drains to a storm drain
 - b. Inspect the bottom of the storm drain sump drain and determine the method of cleaning
 - c. Advise the facility representative that only rain water can be pumped into the storm drain. Any debris surrounding or inside the sump should be removed routinely. A screen mesh or filter fabric may be installed on the sump grate to assist in protecting sumps from particulate debris (if it will not cause a flooding hazard). The facility should consult with the proper agency regarding disposal of sump debris.
- 2) Determine whether automotive fluid spills and/or drips are cleaned with appropriate absorbent.

- 3) Determine whether cars are washed in the basement of the structure. This should include auto detailers.
- 4) Advise the facility representative that all floor cleaning contractors must protect the storm drain system from accidental discharge.
- 5) Conduct regular sweeping or other equally effective measures to remove debris from parking structures.
- 6) Place trashcans in strategic locations within the parking areas.
- 7) Develop a Parking Facilities Management Plan

Traffic Reduction

- 1) Offer telecommuting opportunities to City staff to reduce the number of commutes.
- 2) Offer incentives to carpool or take mass transit (bus, trolley or Coaster).
- 3) Offer alternative work schedule's to reduce the number of commutes.

Routine Inspection and Cleaning, Review of Activities

The following self-inspections processes will be performed at Operations Centers:

- Facilities will be inspected annually and cleaned as needed.
- Maintenance activities will be reviewed annually to verify that appropriate storm water BMPs and practices are being utilized.
- Report modifications and corrective actions identified during self-inspection to the Storm Water Program annually as part of the Program Assessment.

Twenty-Four Hour Non-Storm Water Discharge Reporting

Certain non-storm water discharges, because of their nature or magnitude, require timely reporting to the Regional Board. A report will also be forwarded to the Storm Water Program for record keeping purposes. Non-storm water discharges that pose a significant threat to water quality or human health, will be evaluated by City staff against the "24-Hour Non-Storm Water Discharge Reporting Checklist". A significant threat to water quality or human health is determined on a case-by-case basis and will be dependent on the type of pollutant, the degree of the violation (i.e. the amount of pollutant discharged into the municipal storm drain system), the proximity to receiving water bodies, the potential for exposure to the public, and the potential for environmental damage. Examples of discharges that will be reported include sewage spills and non-storm water discharges, such as a significant sediment load into Los Penasquitos Lagoon.

Where staff determines that discharges pose a significant threat to water quality or human health, the Storm Water Program or responsible City department will notify the Regional Board orally and by facsimile within 24 hours of the discharge event. Additionally, a written report of the event and follow up actions will be sent to the designated Regional Board contact for the Municipal Storm Water Permit, if needed, within 5 working days of the day the event was identified. A standard reporting form will be created by the Storm Water Program to be used by all City departments to facilitate consistency and maintain clear communication with the Regional Board. The report will contain the following information:

- Description of the event and it's cause;
- Duration of the event;
- Time the event is expected to continue if it has not been corrected;
- Steps taken to correct the non-storm water discharge event.

Education

- 1) Storm drain inlets within parking lots shall be labeled with 'No Dumping Drains to Ocean (Bay).'
- 2) Anti-litter 'Think Blue' signs posted.

2.1.8.3 Phasing

Year 1 (July 1, 2001 – June 30, 2002):

- Initiate preparation of Parking Facilities Management Plan
- Prepare/Implement education program
- Continue implementing existing activities that are considered “storm water practices” and incorporate into Parking Facilities Management Plan

Year 2 (July 1, 2002 – June 30, 2003):

- Complete Parking Facilities Management Plan
- Implement Year 2 storm water practices
- Prepare projected storm water budget
- Education activities
- Prepare & submit annual activities report

Year 3 (July 1, 2003 – June 30, 2004):

- Assess/Revise Parking Facilities Management Plan
- Implement Year 3 storm water practices identified in Parking Facilities Management Plan
- Implement education activities
- Prepare & submit annual activities report

Year 4 (July 1, 2004 – June 30, 2005):

- Assess/Revise Parking Facilities Management Plan
- Implement Year 4 storm water practices identified in Parking Facilities Management Plan
- Implement education activities
- Prepare & submit annual activities report

Year 5 (July 1, 2005 – June 30, 2006):

- Assess/Revise Parking Facilities Management Plan
- Implement Year 5 storm water practices identified in Parking Facilities Management Plan
- Implement education activities
- Prepare & submit annual activities report

Actual implementation of the activities listed above is dependent upon identification of funding in future years and City Council approval.

2.1.8.4 Annual Assessment

The following form is representative of the quantitative and qualitative measures that will be tracked by the Storm Water Program regarding the Parking Facilities component in order to prepare the Jurisdictional Urban Runoff Management Program annual assessment. *These assessment factors and questions are presented for information only; some questions may be modified prior to each annual assessment period, and not all of the factors or questions below may apply to each component's responsible department(s).* Prior to each fiscal year, a tailored Annual Assessment Form will be distributed to responsible departments, and will include an Excel spreadsheet containing direct and indirect quantitative and qualitative measures similar to the example below. The Storm Water Program will provide a blank copy of the Annual Assessment Form and additional guidance to department management prior to the beginning of each fiscal year. Submission of this report will require department director approval.

Program Assessment Form - Municipal Facilities Operations and Management – Parking Facilities

QUANTITATIVE ASSESSMENT:

Activity	Quantity	Units	Comments
Number of high priority municipal facilities		#	
Number of high priority municipal facilities targeted for inspection		#	Due to calendar-year vs. fiscal year, staffing, budget, etc., as well as Permit Section F.3.b.(6)(d), the number of sites targeted for inspection may be less than the actual number of sites.
Number of high priority municipal facilities inspected		#	Number of sites (not the number of inspections, which may or may not be the same).
Number of medium and low priority municipal facilities inspected		#	See above.
Quantity of material removed from MS4		tons	direct measure; report in tons.
Quantity of debris removed that could have enter MS4 (i.e. street sweeping, litter removal)		tons	direct measure; report in tons.

QUALITATIVE ASSESSMENT:

1. Describe the major accomplishments of this component over the past year.

2. Summarize the educational and outreach activities conducted for this component over the past year to educate staff on water quality principles.

3. Summarize new activities or improvements to be implemented next year as a result of your self-assessment.

4. Other comments.

FINANCIAL ASSESSMENT:

Estimated annual storm water expenditures:

Personnel Expenditures: _____

Non-personnel Expenditures: _____